

Wisconsin
PATHWAYS TO INDEPENDENCE

CAREER PLANNING PACK

For People with Developmental Disabilities



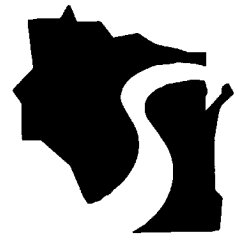
Pathways to Independence

Department of Health and Family Services

P.O. Box 1379 • 1 S. Pickney Street, Suite 340 • Madison, WI 53701-1379

PATHWAYS TO INDEPENDENCE

*Sharing the Journey: Helping People with Developmental Disabilities
Find & Follow The Career Path That's Right For Them*



Career Planning Pack

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PATHWAYS TO INDEPENDENCE

CAREER PLANNING PACK



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WELCOME!

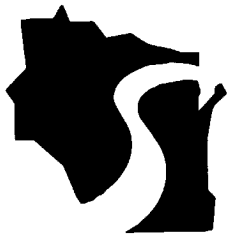
Dear Career Seeker,

This Career Planning Pack is an important part of helping you to choose and find a career in your community. Your family, your friends, staff who work with you and other community members will be there to help you. We have carefully planned meetings and activities to make sure that you are in charge and to make this an exciting and enjoyable process for everybody.

Have fun with it!

Lisa and Holly





Can I Join Pathways To Independence?

WI Pathways to Independence Developmental Disabilities
Eligibility Determination Form (7/01)

1. Do I live in:

- | | |
|---|--|
| <input type="checkbox"/> Milwaukee County | <input type="checkbox"/> Kenosha County |
| <input type="checkbox"/> Jefferson County | <input type="checkbox"/> Waukesha County |

2. Do I have a developmental disability? A developmental disability is a disability I was born with or became part of who I am before age 21.

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Cognitive Disability | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Autism |
| <input type="checkbox"/> Prader-Willi Syndrome | <input type="checkbox"/> Brain Injury |
| <input type="checkbox"/> Other: _____ | |

3. Do I receive:

- | | |
|------------------------------|-------------------------------|
| <input type="checkbox"/> SSI | <input type="checkbox"/> SSDI |
|------------------------------|-------------------------------|

4. Is my goal to:

- | |
|---|
| <input type="checkbox"/> Work more hours than I do now. |
| <input type="checkbox"/> Earn more money than I do now. |
| <input type="checkbox"/> Get off benefits if I can. |

Wisconsin PATHWAYS TO INDEPENDENCE

CHOOSE YOUR JOB ... *Don't lose your benefits*
KEEP YOUR JOB ... *Keep your low income housing*
LOVE YOUR JOB ... *Get help with transportation*
STAY, SUCCEED, MOVE UP ... *Keep your medical coverage*
REACH YOUR CAREER GOAL ... *Make more money*



REAL JOBS. REAL CAREERS. REAL FREEDOM



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A Question For You

Are you out of work or unhappy with the job you have right now?

☐ YES

☐ NO

Do you feel like you have been stuck in the same job for too long?

☐ YES

☐ NO

Do you feel like you've had lots of jobs but you're not really getting anywhere?

☐ YES

☐ NO

Do you want to find work that you really enjoy?

☐ YES

☐ NO

If you answered yes to any of these questions, think about joining **Pathways to Independence**. We call it Pathways for short. Pathways is a new program to help people with disabilities find the careers - not just the jobs — that they really want.

So What's A Career Anyway?

Well, a career is the paid work you do throughout your life. When you go after a career, this means you want more than just a job. You want a job that you enjoy and that is something you choose. But if you want a career, this also means you don't expect to stay in one job forever. With a career, once you've mastered a job, you look to move to a better job and build on the skills you have. When you work in this way, you can build up experience as time passes, and that will mean you can get better jobs at better pay as you get older. This is how people build careers.

If this sounds good to you, then going after a career goal is probably right for you. And you probably understand why having a career goal and a path to achieving that goal is more important than just getting a job.

Reaching your career goal is all about:

- ✓ **Having jobs you enjoy.**
- ✓ **Building skills so you can reach your full potential.**
- ✓ **Getting paid what you are worth.**

What If You Don't Bother With a Career Goal?

Without a career goal, you could end up moving from job to job and always being in entry-level positions because you are hopping around from one area of work to another. Without a career goal, you might also get a job and end up staying in that job forever, even though doing this may not help you grow and reach your full potential. For all of these reasons, choosing a career is a very important decision.

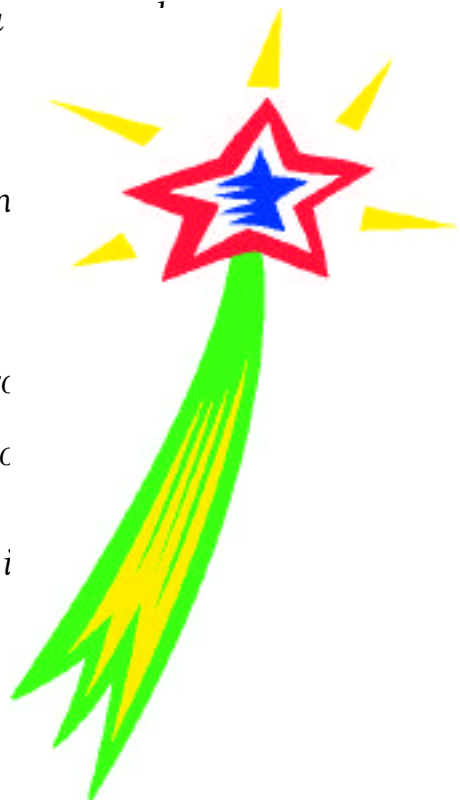
How Does Pathways Help You Reach Your Career Goal?

Pathways staff are here to help you choose your career goal, and then find jobs that help you reach that goal. In helping you, Pathways staff make sure:

- ◆ *You won't be worse off in money terms if you*
- ◆ *You can work and keep on getting health and medical care.*
- ◆ *You can keep getting support services to live in the community.*
- ◆ *You can keep living in your home.*
- ◆ *You can get help with transportation to and from*
- ◆ *You can get help on-the-job from a job coach or personal attendant.*
- ◆ *You can get training or education if you need it to achieve your career goal.*
- ◆ *You can get assistive technology if you need it to do your job.*

And most important of all, we give you help to make sure:

You choose the career and jobs that are right for you!

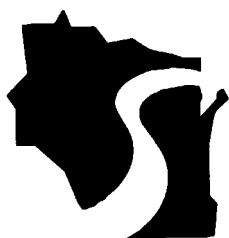


Can You Join Pathways?

If you are a person with a developmental disability, and you are receiving SSI or SSDI, you can apply to join Pathways if there is a Pathways project in your area. Look at the map below to see where the projects are and who to call to get involved.

No Pathways Project in Your Area?

Call your local Division of Vocational Rehabilitation (DVR) office to let them know you want to be part of Pathways when it comes to your area. Ask your DVR office to tell you about other help with finding employment that they can give you now.



For More Information on Pathways:

Call **Rick Hall** at Wisconsin DVR:

His phone number is (608) 243-5649.

His toll-free number is 1(800) 442-3477.

His email is HALLRI@dwd.state.wi.us



PERMISSION FOR RELEASE OF RECORDS

My name is _____ (person's name).

I have gotten services from _____ (agency name),

and I understand that they have records about me and about the services I got from them. I understand that I have the power to say whether or not another person can see or get copies of any of my records at

_____ (agency name), and that I can put limits on what records the person can see, and when the person can see them.

By signing this paper, I am using my power to say that I want

_____ to be able to see and get copies of the records at

_____ (agency name) that are on this list:

<u>Type of Records</u>	<u>Dates Covered</u>

I want _____ to be able to see and make copies of my records because _____

_____ may not see or get copies of any records that are not on this list.

_____ may not give copies of the records to anyone else, or talk to anyone else about what is in the records, unless I sign a paper like this that says who else will see the records.

I do not have to sign this paper, and no one can do anything to me if I decide not to. I know that I have a right to see these records myself if I want to see them. My permission that _____ be able to see and get copies of these records is only good from the day I sign this paper until _____. At any time before that, I have the power to say that _____ no longer has my permission to see these records.

I am signing this release on _____ (date)

Signature: _____



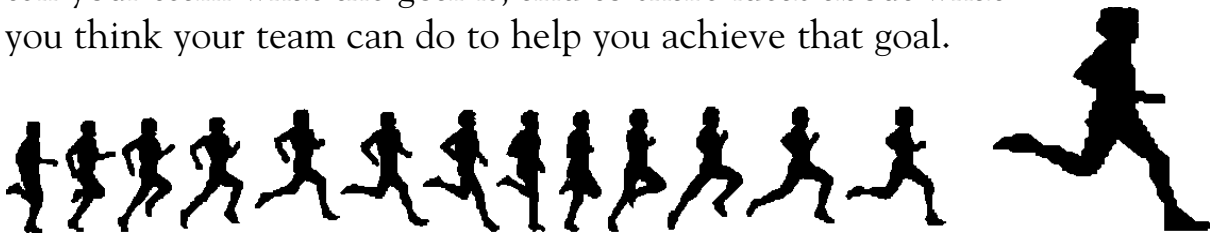
IN PATHWAYS, YOU ARE THE LEADER OF YOUR CAREER PLANNING TEAM!

We need you to take the lead!

Every team has a leader. Team leaders tell the people on their teams what the goal is, and then get their teams to help them achieve that goal.

You are going to have a team of people who want to help you find a career. You are going to be the leader of your team!

Without a leader, a team doesn't know what to do. It will be up to you to tell your team what the goal is, and to share ideas about what you think your team can do to help you achieve that goal.



You probably aren't used to telling people what to do. You are probably used to people telling YOU what to do or doing things for you. Don't worry; you won't be alone.

Your Employment Specialist will be there to help you be the leader of your team.

One of the first things you do in Pathways is decide what career and employment goals you want to set for yourself. One of the best ways to be a good team leader is to keep reminding your team of the career and employment goals you want to achieve.



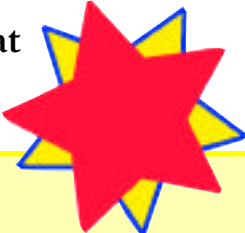
In Pathways, we call your team your “career planning team.” Turn over this page to find out more about the role of your career planning team.

Your Career Planning Team

What is a Career Planning Team?

A team is a group of people working together on a goal that they are all interested in.

Your career planning team is a group of people who care about you and who want to work together with you to help you find a career. The people on your team know that you are the team leader. They will be listening to you to find out about your goals and how they can help you.



The people on your team know that you are their team leader.

Three people who will always be on your career planning team are your **Employment Specialist, your DVR Counselor, and your Benefits Specialist.** They are paid to help you find the career and employment you want.

The other people on your career planning team should be **people you choose** because they know you well, they believe in you, and they want you to succeed. They are your allies. Some examples of allies you may want to invite to be on your team are: **family members; friends; teachers; your boss; a coworker; an advocate; or your case manager.**

Your Employment Specialist will help you decide who you want to invite to your meeting. If you are having trouble deciding, use the next two pages to help you think of people that would be good to have on your team.

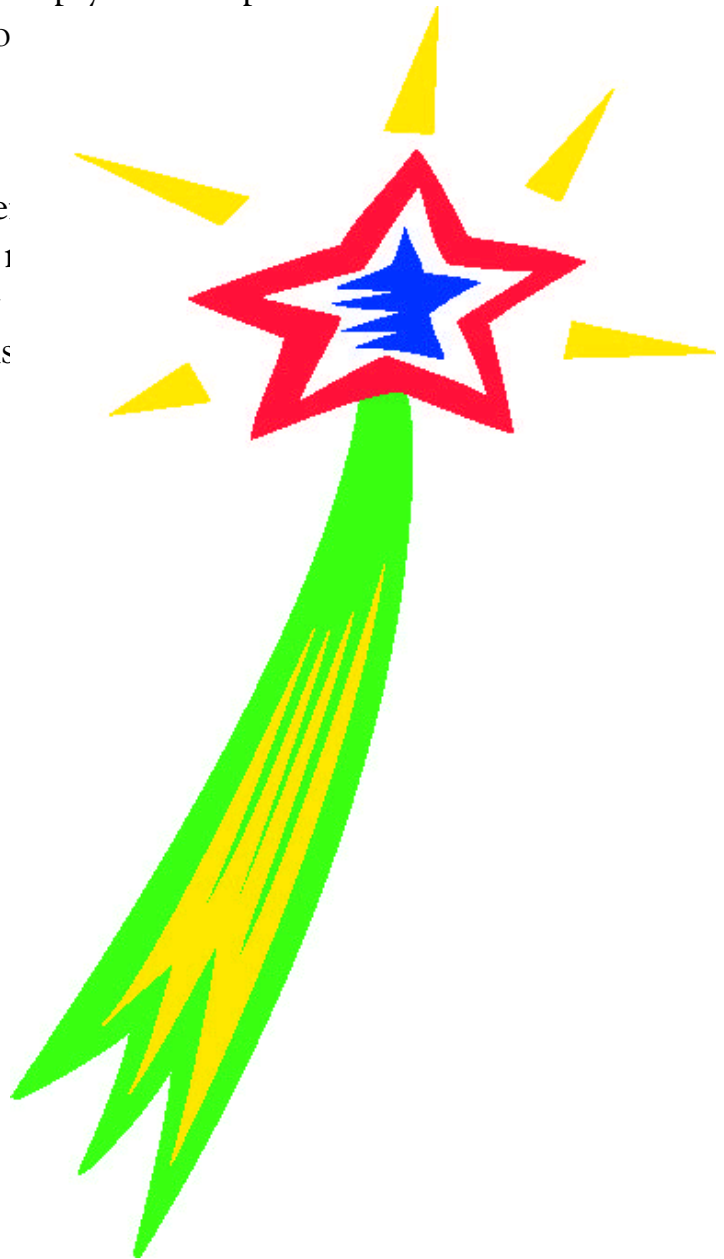
Once you have decided to invite someone to be part of your Career Planning Team, use the Career Planning Team membership sheet (the third page after this one) to write down each person's name and his/her relationship to you. Then, your Employment Specialist will help you fill out a contact information page on each team member so you will know how to contact everyone.



With the help of your career planning team, you will decide

what career and employment goals you want to achieve. Once you have decided on these goals, you might want to invite other people to join your team that would be good at helping you reach your goals. Some people you might want to consider inviting are: bosses that hire people to do the kind of work you want to do; other people that already do the kind of work you want to do; or people that could help you find special equipment to help you do your job some ideas.

Your career planning team members will be there to help you even after you have a job. If you ever need their help, you can have another list or use your Team Membership List to contact them.



Career Planning Team

Case Manager

Employment Specialist
(name)

Family Member
(name)

DVR Counselor
(name)

Benefits Specialist
(name)

LEADER
(your name)

Friend
(name)

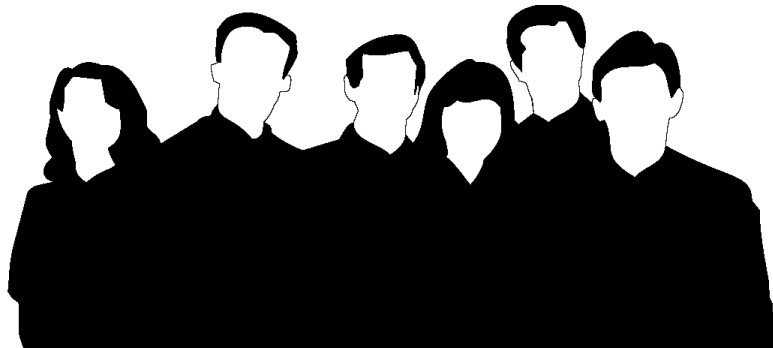
Teacher
(name)

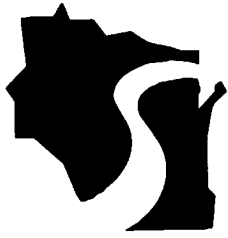


TEAM MEMBERS



Name:	
Relationship to Career Seeker:	
Job Title:	
Address (home):	
Address (work):	
E-mail Address:	
Fax Number:	
Telephone Number (home):	
Telephone Number (work):	
Best Way to Contact:	

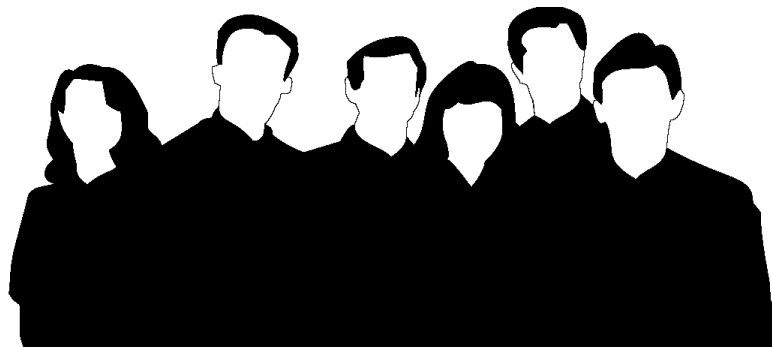




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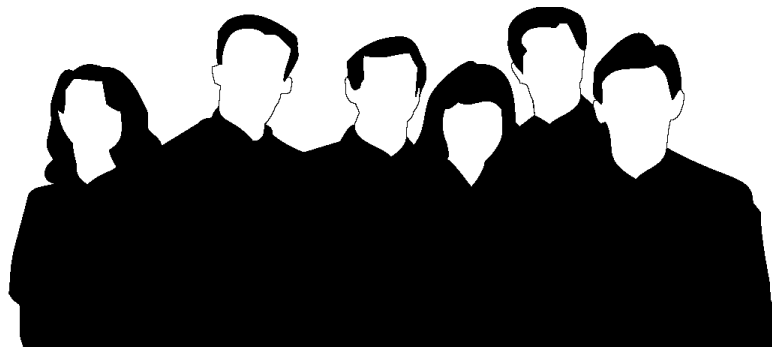


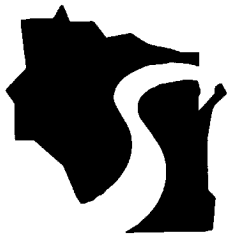


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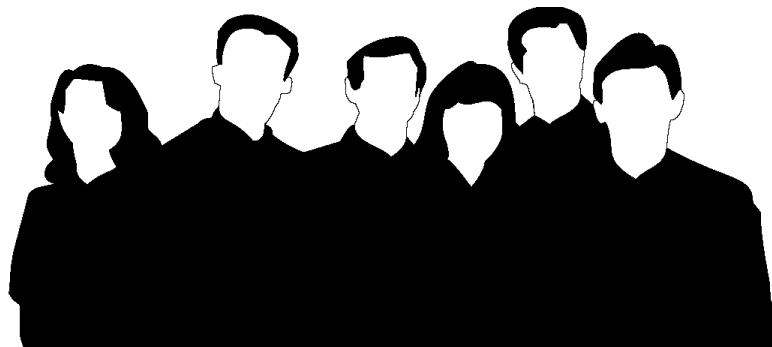


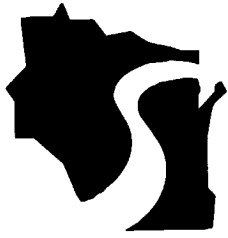


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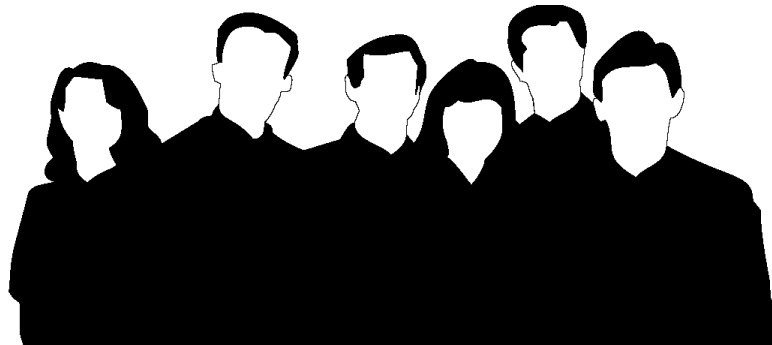




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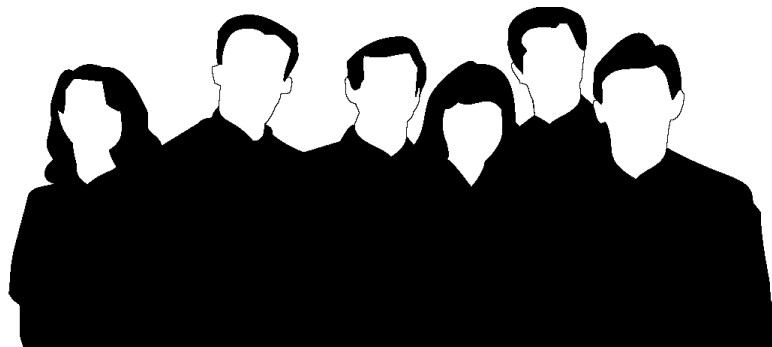


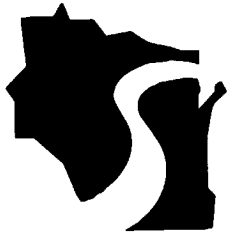


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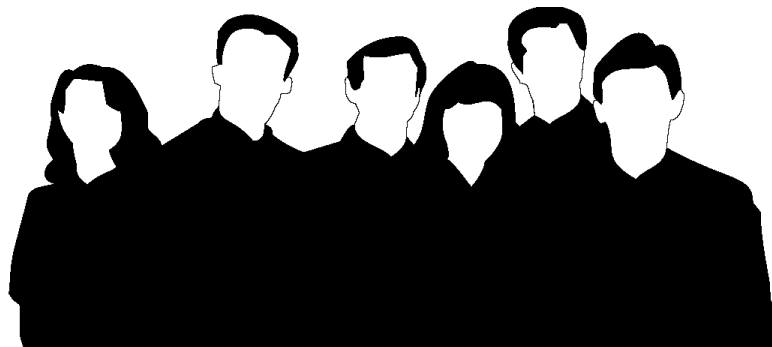


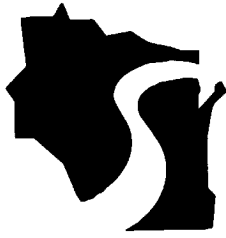


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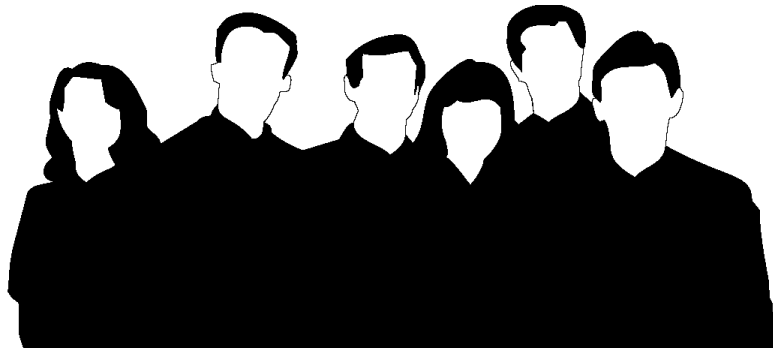




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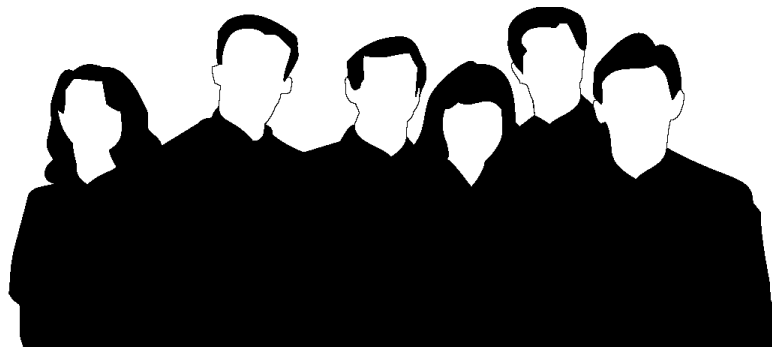


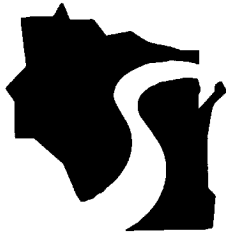


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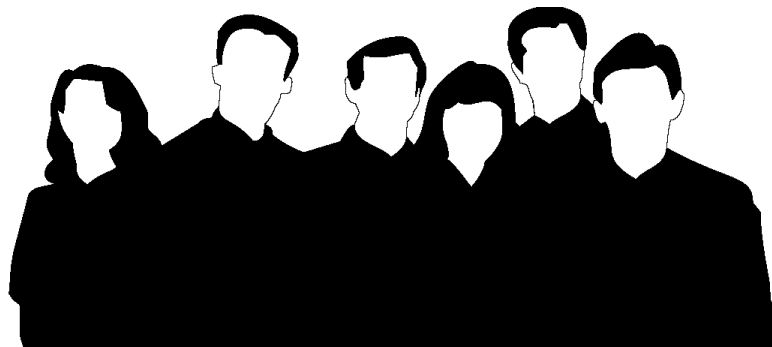




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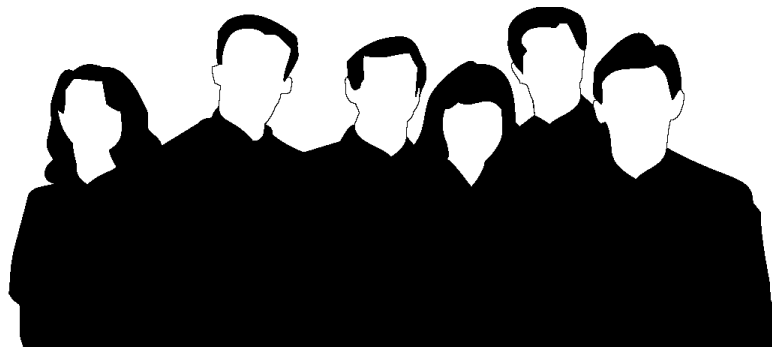




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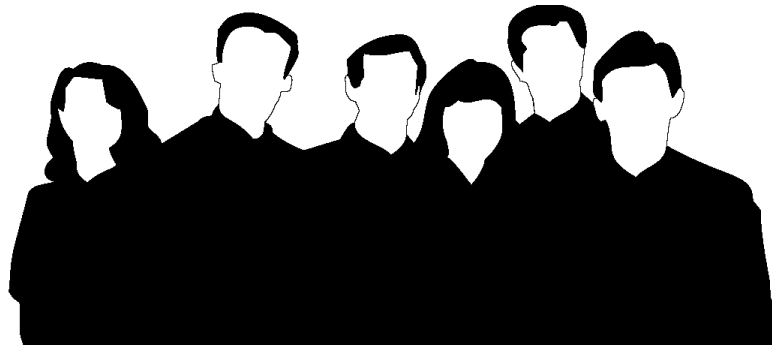


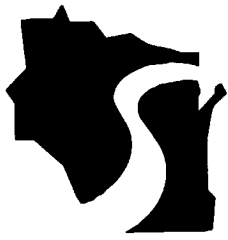


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Telephone Number (home):	
Telephone Number (work):	
Best Way to Contact:	





YOUR FIRST CAREER PLANNING MEETING

Your first career planning meeting is a very important step to helping you identify your career and employment goals. Not everyone knows exactly what kind of career or job s/he wants, so this meeting helps you start to figure this out. This meeting is also important because it is the first meeting of your Career Planning Team.



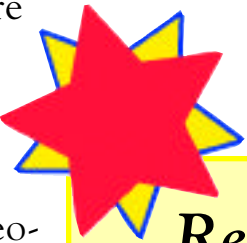
The meeting will last about 2 1/2 hours.

You will be able to **decide where and when you want the meeting to take place**. Once you figure out who you want to be on your career planning team, you will have to think about what day, time and place would suit you and them best.

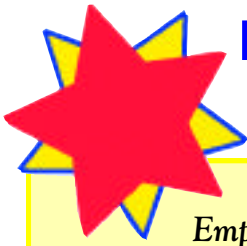
Remember to check your team member contact information pages so you will know where to send the invitations to the meeting, and where to call your team members to remind them of the meeting.

There will be a facilitator for the meeting. This facilitator will get together with you before the meeting, and agree with you how the meeting will work. **The facilitator is not part of your Career Planning Team.** He or she is only there to make sure the meeting goes well and everything on the agenda gets covered before the meeting ends.

Remember, **this is YOUR meeting** and all of the people who are there will have come because YOU invited them. They are all people who care about you and who will work together as a team to help you find the career that's right for you.



**Remember,
this is YOUR
meeting!**



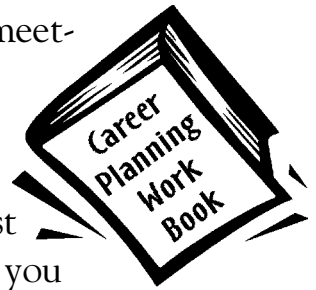
How to make your first Career Planning Meeting a Success

Your Employment Specialist will help you to plan the meeting using the “First Career Planning Meeting Checklist”. (See next page for checklist.)

In order for your Career Planning Team to be able to help you, they will need to know as much as possible about you and what your goals are. The facilitator will make sure you have lots of opportunities to talk, so **it will be very important for you to share what’s on your mind:** things like what you like and don’t like; things you’re good at; jobs you’ve dreamed of doing; and much more.

Since you will be talking a lot at your first career planning meeting, we want you to be prepared! We made this “**Career Planning Workbook**” for you to fill out before the meeting.

It will help you think through many of the things that will be talked about at the meeting. Your Employment Specialist will help you complete the workbook before the meeting so you can make sure everyone there learns as much as they can about you, and what is important to you.



Since some of your Career Planning Team will be people who know you well, **it’s a good idea to listen to what these team members have to say about you and the jobs they think you would be good at.** But remember, **YOU** are in charge of deciding what kind of career you want and how you’d like your team members help you to find it.

Don’t worry, you won’t have to decide at this meeting what your career goal will be. You only need to come up with a few career areas that interest you and that you would like to learn more about.

At the end of the meeting, the facilitator will make sure everyone knows the plan of action. Some or all of the people on your Career Planning Team will have a task to do before the next meeting. You will have careers to look into with your Employment Specialist, and you will also have to get things organized for your second career planning meeting. Remember, you will always have help from your Employment Specialist!

At the end of the meeting, you will probably want to thank everyone for coming and tell them you look forward to seeing them at the next meeting.

ENJOY YOUR MEETING!! It’s the beginning of great things to come!!

WISCONSIN PATHWAYS TO INDEPENDENCE

1st Career Planning Team Meeting Checklist

- ☐ Decide who you want to invite.

(Use your Career Planning Team Membership sheet.)

- ☐ Decide where you want to have your meeting.

- ☐ Decide when you want to have your meeting.

(Pick a day and time that you think people will be able to come. Call some or all of the team to check this out before sending invitations.)

- ☐ Help your Employment Specialist to create an invitation that you like and mail them out.

(Give people plenty of notice. A month may be necessary.)

- ☐ Fill out your Career Planning Workbook so you can discuss it at your meeting.

(Page 3 of the Workbook will help you make a plan to do this.)

- ☐ Meet the person who will facilitate the meeting.

- ☐ Call the people you have invited a week before the meeting to remind them to come.

- ☐ Plan refreshments to serve at the meeting.

- ☐ Have “Thank You” notes ready to send out to people after the meeting.



WI Pathways to Independence Developmental Disabilities 1st Career Planning Team Meeting Checklist (7/01)

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Career Planning Workbook



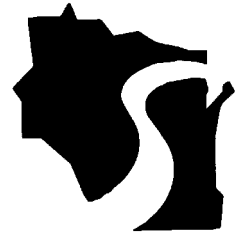
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PATHWAYS TO INDEPENDENCE

*Sharing the Journey: Helping People with Developmental Disabilities
Find & Follow The Career Path That's Right For Them*



Career Planning Workbook

Written by:

Lisa A. Mills, PhD, Project Consultant

Published by:

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www.dhfs.state.wi.us/aboutdhfs/osf/Pathways/osf-path-index.htm

Credits Due: Pages 13 and 14 are unique questioning strategies developed by Beth Mount as part of Personal Futures Planning.

Job Enrichment/Career Path Development Questionnaire

1. Do I like my job? ☐ YES (go to Question 2.)

☐ NO (go to Question 3.)

2. If yes, what do I like most about my job? (For example, the work I do; the place I work; my co-workers; my pay; my benefits; where my work is located; my hours; my boss; etc.)

Even though I like my job, what things would I like to change about it if I could? (For example, the work I do; the place I work; my co-workers; my pay; my benefits; where my work is located; my hours; my boss; etc.)

3. If no, what do I dislike about my job? (For example, the work I do; the place I work; my co-workers; my pay; my benefits; where my work is located; my hours; my boss; etc.)

Even though I don't like my job, is there anything I do like about it that I would want in a new job? (For example, the work I do; the place I work; my co-workers; my pay; my benefits; where my work is located; my hours; my boss; etc.)

4. Why do I stay in this job?

5. My chosen career goal is: _____.

What kind of job should I be looking for next in order to reach this career goal?

6. Am I ready to move on from the job I have now?

☐ YES

☐ NO

7. Would I like to call my career planning team together to help me think about my career goal and moving on from the job I have now?

☐ YES (go to Question 8.)

☐ NO (go to Question 9.)

8. I would like to have another career planning team meeting by:

_____ (date).

9. Would I like someone else to help me with thinking about my career goal and moving on from the job I have now?

☐ YES

☐ NO

If yes, who? _____